



COMMUNITY PRESERVATION  
APPLICATION FOR FUNDING

PROJECT CONTACTS

Applicant Name: Trustees of the Stetson Sch Applicant phone: 617-710-7976

Email: hcooke4@verizon.net

Group or Committee Affiliation (if any): Town of Randolph Contact Person/Project Director: Henry Cooke

Names of governing board, trustees or directors: Henry M. Cooke, Chair; Judith S. Gangel, Vice Chair;  
Lynn R. Feingold Clerk

Federal Tax ID (if non-profit)

PROJECT INFORMATION

Project Name: Stetson Hall Backup Electric Project Category: ☒ Historic ☐ Open Space ☐ Housing ☐ Recreation

Site Address: 6 South Main Street, Randolph Property Owner: Town of Randolph

Projected Cost of Project: \$148,500

Summary Project Description:

The project entails the design, purchase, and installation of a backup electrical generator for Stetson Hall. The project will have four principal parts:

1. Architectural/Engineering services to design the system and prepare bidding documents.
2. Purchase of the Generator as part of the Contractor's bid.
3. Installation of the Generator by a qualified Contractor.
4. Oversight of the Construction by a qualified Clerk of the Works or Project Manager

Applicant Signature: \_\_\_\_\_

Date: 04 / 16 / 2021

NOTE: Tax & utility payments MUST be up-to-date for an application to be reviewed

RANDOLPH  
TOWN CLERK/REGISTRAR

2021 APR 16 P 3:32

## **FY2022 CPA Grant Application – Stetson Hall Backup Electric Generator Project**

Applicant Name: Trustees of the Stetson School Fund      Applicant Phone: 617-710-7976

Email: [hcooke4@verizon.net](mailto:hcooke4@verizon.net)

Group of Committee Affiliation: Town of Randolph – Trustees of the Stetson School Fund

Contact Person/Project Director: Henry Cooke

Names of Governing Board, Trustees, Directors

Henry M. Cooke, Chair

Judith S. Gangel, Vice Chair

Lynn R. Feingold, Clerk

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Project Name: Stetson Hall Backup Electric Generator Project    X - Historic

Site Address: 6 South Main Street, Randolph, MA, 02368

Property Owner: Town of Randolph

Projected Cost of Project: \$148,500

Summary Project Description: The project entails the design, purchase, and installation of a backup electrical generator for Stetson Hall.

The project will have four principal parts:

- Mechanical design services to design the system and prepare bidding documents
- Purchase of the Generator as part of the Contractor's bid.
- Installation of the Generator by a qualified Contractor.
- Oversight of the Construction by a qualified Clerk of the Works or Project Manager



## COMMUNITY PRESERVATION APPLICATION FOR FUNDING

*Each section below **MUST** be completed for all funding requests*

**Scope/Concept of Project:**  
See Attached Description

**Goal(s):** Provide a list of broad goals of the proposed project  
See Attached Description

**Success:** How will the success of this project be measured?  
See Attached Description

**Projected Action Plan and Timeline:** Include project critical elements, expected expenditures, receipt of other funds/revenues.  
See Attached Description

## **FY2022 CPA Grant Application – Stetson Hall Backup Electric Generator Project**

**Scope/Concept of Project:** The Trustees envision the project as follows:

- Design the Project by a mechanical engineering firm to ensure proper sizing, location, and infrastructure to enable the generator to be sited and operated efficiently and effectively for the support of activities at Stetson Hall when electrical power to the building is interrupted or otherwise compromised.
- Construction of the necessary infrastructure to support the generator: pad, underground electrical conduit, necessary fuel lines or storage units, necessary switching and other equipment needed to enable the generator to be switched on manually or automatically when needed for seamless maintenance of electrical power to the building.
- Purchase and installation of the Generator by Contractor per the design specifications.
- Hire a Clerk of the Works or Project Manager to ensure compliance with scope of work, and keep the project on time and within budget.

**Goals:** (Provide a broad list of goals of the proposed project)

- The design, purchase and installation of the generator.
- To ensure that the generator shall support the full electrical load of the building in mid-summer, including air conditioning systems
- To provide consistent, electrical service to the building in all seasons and circumstances, with seamless transitions, so that activities in the building can continue when electrical power to the building is interrupted or otherwise diminished due to storms, accidents, or other circumstances.
- To make Stetson Hall operate efficiently and effectively to attract more functions and other activities to the building to support the operation of the building.
- To allow Stetson Hall to operate as an emergency shelter for the Town or meet other emergency needs that may be determined by the Town Manager or Board of Health.

**Success:** (How will the success of the project be measured?)

- Have a backup electrical service to the building that can switch on and off automatically
- To have backup electrical service to the building whenever the existing electrical delivery systems to the building are cut or interrupted due to storms, accidents or other circumstances.
- Have a reliable electrical service and HVAC systems to enable rentals and other activities to take place in safety, comfort, and without interruption.
- Have a reliable system to enable the booking and management of any and all parts of Stetson Hall by those entities involved in its operation.

**Projected Action Plan and Timeline:** (Include project critical elements, expected expenditures, receipt of other funds/revenues)

Action Plan/Timeline – We expect that the project will be completed within one calendar year from the funding award.

- Prepare Designer RFP – 2-3 weeks
- Solicitation of Designer Proposals: 4 weeks
- Review of Designer Proposals, Reference Check, and selection of Designer: 4 weeks
- Design of Project and Preparation of Bidding Documents – 6-8 weeks
- Solicitation of Construction Bids – 4 weeks
- Hiring of Clerk of the Works/Project Manager – to take place concurrent with bidding process.



## **FY2022 CPA Grant Application – Stetson Hall Backup Electric Generator Project**

- Review of Bids, Reference Checks, and selection of Contractor – 4 weeks
- Construction – 12 weeks
- Project Closeout: 1 month
- Total anticipated Project Time: 37 – 40 weeks (approximately 9 – 10 months)

### **Expenditures:**

- RFP/Bidding Process: \$1,000
- Mechanical Engineering (A/E) Services: \$10,000<sup>1</sup>
- Purchase of Generator: \$ 30,000 - \$40,000<sup>2</sup>
- Construction/Installation: \$ 40,000 - \$50,000<sup>3</sup>
- Clerk of the Works - \$34,000<sup>4</sup>
- 10% Contingency - \$11,500 – 13,500
- Total Estimated Cost: \$126,500 - \$148,500

### **Sources of Information:**

- <sup>1.</sup> [www.engineeringdesignresources.com](http://www.engineeringdesignresources.com) and [www.engtips.com](http://www.engtips.com) and Washington State Office of Financial Management “Guidelines for Determining Architectural/Engineer Fees for Public Works Building Projects (effective July 1, 2015)”. Based on the different percentages for design, preparation of bidding documents, and construction management, and project complexity (backup generators were described in the Washington State document as a project with “Less than average design difficulty”) we estimated the mechanical engineering costs at 10% of estimated construction cost.
- <sup>2.</sup> Communication with Michael Mennehan, local product representative for Generac. He also furnished us with catalog cuts of several Generac generators for possible use at Stetson Hall.
- <sup>3.</sup> Based on information provided by the research of former Stetson Trustee Chris Alexopoulos when he researched the cost of purchasing and installing a generator at Stetson Hall in 2016. The Trustees contacted two Electrical Contractors (Al Dias Electrical of Swansea, and FB Electrical in Needham) in March and met with them in late March. We were promised cost estimates by April 9<sup>th</sup>, and have not yet received them despite repeated calls and emails. Once we have some contractor estimates we will forward those to the CPC for substitution in the costing for the Construction/Installation portion of the estimated Expenditures.
- <sup>4.</sup> [www.ziprecruiter.com](http://www.ziprecruiter.com) According to Zip Recruiter, the average cost for a Clerk of the Works in the Randolph area is \$44,116 per year. We prorated the fee based on the anticipated 9 month duration of the project.

**Evaluation:** Describe how you will monitor progress toward meeting the stated goals.

See Attached Description

**Stewardship:** Indicate how the project will be maintained after CP funds have been spent. Provide a 5 year plan.

As stated in the evaluation portion of this application, the Trustees will work with the Building Manager to make sure that the generator and associated switching systems are properly maintained, and periodically tested and serviced per the manufacturer's specifications to keep the system in top condition. Funding for maintaining the generator will need to be added as a line item for the Stetson Hall operation budget. It is anticipated that once the building returns to full operation and is hosting functions once more that the revenue stream from rentals and other uses of the building will offset the operating costs of this and other building systems.

**Budget** Describe expected project costs including such things as personnel costs, operating expenses such as printing, postage, etc. Provide quotes (\*\*Refer to application bid requirements on page 1\*\*).

RFP/Bidding Process: \$1,000

A/E Services: \$10,000

Purchase of Generator: \$ 30,000 - \$40,000

Construction/Installation: \$ 40,000 -\$50,000

Clerk of the Works - \$34,000

10% Contingency - \$11,500 – 13,500

Total Estimated Cost: \$126,500 - \$148,500

**Funding:** Detail additional funding sources that are available, committed or under consideration.

The Trustees anticipate that the CPA Fund will likely be needed for the largest part of this capital project, as it does not qualify for state or federal preservation grant funding.

We have inquired of the Town Planner and Town Manager to determine if any of the recent \$100 million federal Covid relief appropriation for the Town can be used to help defray the expenses of this project.

**Relevance:** Indicate how the project is important and relevant to the current and/or future needs of the Town.

The Trustees have recognized the need for a backup generator system for Stetson Hall for at least a decade, but the cost forced them to set it aside against other more pressing needs.

In recent years the Trustees have had to take measures to protect the building from storms and winds that have increased in frequency and severity. These conditions are expected to place greater strains on local electrical distribution, and with it the increased risk of brown outs, black outs, or other service interruptions or reductions.

Stetson Hall is one of the last, if not the only Town owned facility that does not have a backup electrical system. The increasing use of the building in the past decade for paid rental functions and other activities, as well as community events has made that need even more pressing.

The Trustees consider the installation of a generator to be a critical part of ensuring that all future events can continue in security and comfort, even if there are blackouts or other electric service outages to the building or the surrounding neighborhood.

## **FY2022 CPA Grant Application – Stetson Hall Backup Electric Generator Project**

**Evaluation:** Describe how you will monitor progress toward meeting the stated goals.

- The Trustees propose to have a Clerk of the Works/Project Manager to oversee the work
- The Trustees will hire mechanical engineering services to prepare plans and bidding documents so that the project is properly designed and that specifications are clear and unambiguous. The Trustees will, from time to time, draw on the expertise of the Town's Building Department in reviewing plans and bidding documents before the bids are solicited to ensure that they are complete, consistent and conformable to state and local codes.
- The Trustees propose to meet with the Designer on a schedule to be determined by their contract. Once the Clerk of the Works is hired, the Trustees will meet with the Clerk on a regular basis to be kept informed of progress, problems, and other matters that the Trustees may need to address.
- Once the generator is installed and operational, the Trustees will monitor the system to make sure that it is operating as it is supposed to, and to have the Contractor make adjustments during the warranty period to insure that the system is operating properly and efficiently.
- Once the system is in operation and functions return to Stetson Hall, the Trustees will monitor the system and work with the Building Manager and other local officials involved with the oversight of the building to make sure that the system is kept in good operating order.





## COMMUNITY PRESERVATION APPLICATION FOR FUNDING

**Support:** Describe the level of support for this project. Include any letters/petitions.

The need for a generator for Stetson Hall has been recognized for some time by a number of Town officials, including the Town Manager and members of the Town Council, as well as the Stetson Trustees, the Town Planner, and Stetson Hall's Building Manager, members of the "Hub" business collaborative, the Randolph Chamber of Commerce, and existing lease office tenants. The Trustees appreciate their support and hope that the CPA grant, either alone, or in combination with other funding sources, will enable Stetson Hall to better serve the needs of the community for many years to come.

**Restrictions:** Provide proposed deed restriction language. Note that funds will not be released until a deed restriction is in place.  
Not applicable to this project.

**Support Documents:** Provide maps, existing & proposed site/floor plans, professional renderings for the property and/or structures affected.

Electrical Site Map

Quotes for Estimated costs by Electrical Contractors (once received)

**Other(if applicable):** Documentation that applicant has control over the site (P&S, option, deed); evidence that the project is in compliance with the zoning ordinance, other laws or regulations; evidence that the proposed site is free of hazardous materials.

### COMMUNITY PRESERVATION COMMITTEE USE:

Received On: \_\_\_\_/\_\_\_\_/\_\_\_\_

Reviewed On: \_\_\_\_/\_\_\_\_/\_\_\_\_

Determination: \_\_\_\_\_

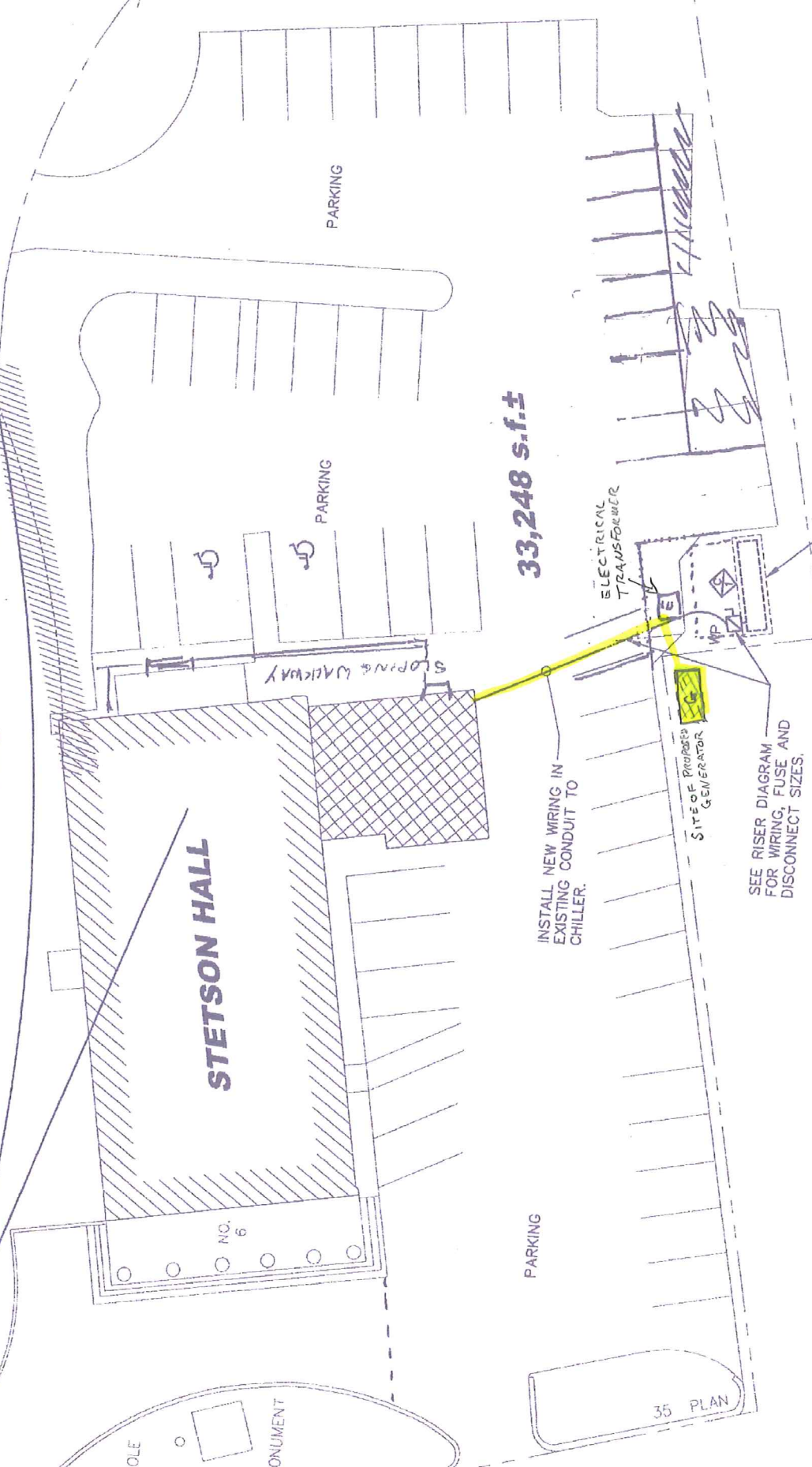
Date to Town Council: \_\_\_\_/\_\_\_\_/\_\_\_\_ CPC Chair: \_\_\_\_\_



# STETSON STREET ROUTE 139

PEDESTAL MOUNTED FIRE ALARM MASTER BOX WITH GLOBE LIGHT ABOVE. SEE RFD FOR PEDESTAL DETAILS. GLOBE LIGHT SHALL BLINK TO INDICATE ALARM FROM WITHIN BUILDING. ATTACH YELLOW "TROUBLE LIGHT" TO PEDESTAL PER ORDER RFD.

DEMOLISH EXISTING FIRE ALARM WIRING FROM POLE TO BUILDING. INSTALL NEW FIRE ALARM WIRING FROM POLE TO NEW PEDESTAL MASTER BOX AND FROM NEW MASTER BOX TO NEW FACD WITHIN BUILDING.



33,248 s.f.±

STETSON HALL  
6 SOUTH MAIN ST  
RANDOLPH, MA, 02368

SITE PLAN 2007 - REVISED WHEN SITE WAS PAVED IN 2012